

**CHIEF FIRE SAFETY OFFICER
STUDY GUIDE**

A written examination for the class of **CHIEF FIRE SAFETY OFFICER** to be administered in **BATON ROUGE** on **SEPTEMBER 09, 2016**, will consist of approximately **108** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of fire service management, involving planning, organizing, and directing operation of the safety division; performing public relations duties; and making recommendations on departmental purchases.	26.9%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-keeping practices, including preparation and content, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence	11.1%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	26.9%
SAFETY Knowledge of effective fire safety practices and risk management procedures sufficient to identify and evaluate the causes or conditions that result in fire department accidents, injuries, or death, including planning and implementing a safety program; safety training; and accident investigation.	23.1%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of forcible entry, fire streams, ventilation, rescue, communications, fire attack, safety investigation, and hazardous materials.	12.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Department Safety Officer, 1st ed., 2001.

Hazardous Materials: Managing the Incident, 3rd ed., 2005.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

NFPA #1500 - Fire Department Occupational Safety and Health Program, NFPA, 1997 edition.

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.